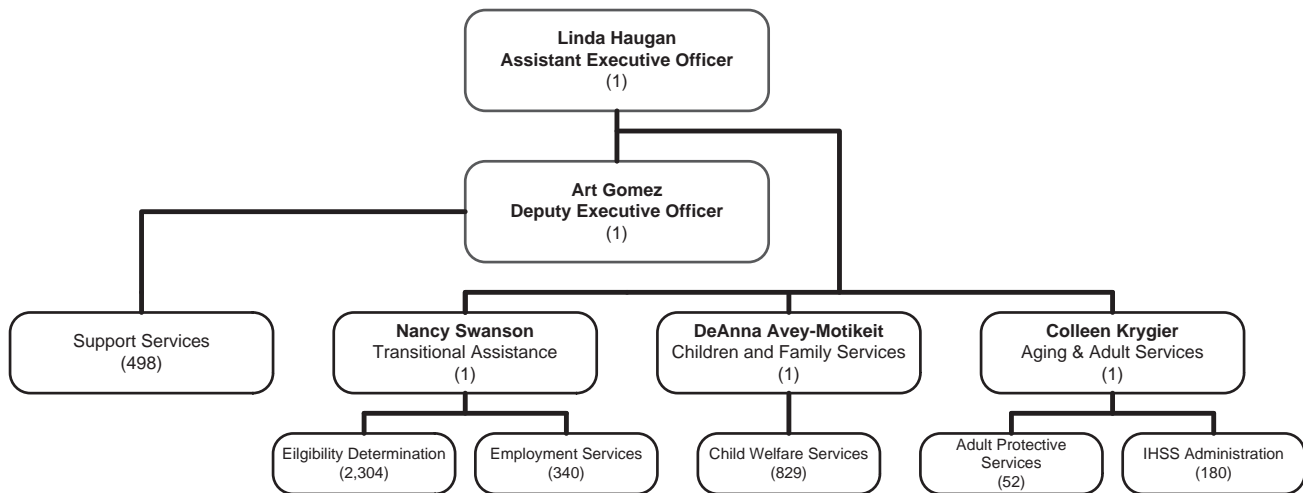


## HUMAN SERVICES ADMINISTRATIVE CLAIM

### Linda Haugan

#### ORGANIZATIONAL CHART



#### 2010-11 AND 2011-12 ACCOMPLISHMENTS

##### Transitional Assistance Department (TAD)

- Processed \$14 million in Federal tax returns through the Volunteer Income Tax Assistance (VITA) program. These refunds stimulated economic activity in addition to fighting poverty.
- Implemented the Customer Service Center (CSC) on 8/5/11 for CalWORKs/CalFresh/Medi-Cal continuing cases, averaging 90,000 calls per month. CSC is a state of the art call center with many modern technological features which allows staff in district offices to focus on work from increasing caseloads.
- Implemented collective team “Task based approach” to processing work vs. traditional individualized case management approach. Implemented in conjunction with CSC on 8/5/11. Process Approach to Case Excellence (PACE) provides for a more efficient assignment and completion of casework.
- Received National Golden “Hunger Champion” Award – One of only four Golden awards given out nationally in 2012 to States or Counties for outstanding use and implementation of CalFresh outreach efforts and innovations.

##### Children and Family Services (CFS)

- Received and assessed 52,933 child abuse referrals.
- Arranged for 1,115 children to attend summer camp.
- Provided Wraparound services to 770 children countywide to decrease group home placements.
- Organized and hosted 333 foster and kinship youth at the Annual CFS Sports Fair.
- Hosted 634 children, foster parents and others at the Annual Foster Parent Picnic.
- Finalized 401 adoptions.

##### Department of Aging and Adult Services (DAAS)

- Received two 2011 National Association of Counties (NACo) Awards for the Long Term Ombudsman Program/Red Cross partnership and the Prevention and Early Intervention Transportation Reimbursement Escort Program (PEI/TREP).
- Senior Information and Assistance provided 7,616 seniors with registered services and provided public/community outreach to 79,184 individuals.



**2012-13 GOALS, OBJECTIVES, AND PERFORMANCE MEASURES****GOAL 1: INCREASE TOTAL PERCENTAGE OF HOUSEHOLDS PARTICIPATING IN THE CALFRESH (FOOD STAMP) PROGRAM.**

*Objective: Increase public awareness/access of CalFresh benefits.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage increase in CalFresh participation.	32%	16.5%	20%	11%	10%

The Food and Nutrition Service (FNS), a division of the US Department of Agriculture (USDA), has mandated States to increase outreach efforts, and thus CalFresh participation. TAD, through additional community outreach efforts, and the implementation of the on-line Application (C4 Yourself), started in October 2007, has expanded access to apply for CalFresh benefits for San Bernardino County residents. TAD staff participates in over 40 community outreach health events annually to help promote CalFresh participation in communities. Increasing food stamp awareness and participation enriches the lives of our County residents through better nutrition and health. Based on research by the USDA, for each dollar in federal CalFresh benefits, nearly double that amount is generated in economic activity.

Note: Current economic conditions contributed to the increase in the CalFresh program beginning in 2007-08 and are expected to continue for the next few years but are expected to return to the projected 5% target once the economy improves.

**GOAL 2: INCREASE THE WORK PARTICIPATION RATE (WPR) OF RECIPIENTS OF CALWORKS BENEFITS.**

*Objective: Increase the number of Welfare to Work (WTW) mandatory CalWORKs participants who are engaged in a federal WTW activity.*

	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of CalWORKs customers engaged in a <i>Federal Welfare-To-Work activity</i> .	41%	38%	50%	50%	50%

This performance goal was developed to measure the percentage of successful placements of our CalWORKs customers into Federal Welfare-To-Work activities. This goal will assist the department in achieving an overall increase in the number of participants that are actively engaged in welfare-to-work activities and help move our customers to their ultimate goal of self-sufficiency.

**GOAL 3: MAINTAIN CALFRESH ERROR RATE PROFICIENCY.**

*Objective: Maintain the CalFresh error rate below the federal tolerance level of 6% to avoid fiscal sanction.*

	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of errors in calculating CalFresh Benefits.	2%	1%	3%	3%	3%

TAD's goal in this area is to maintain the CalFresh error rate below the federal tolerance level, which the department previously achieved. Ensuring accuracy of CalFresh payments adds to the customer service satisfaction of this program for which TAD is responsible. Additionally, maintaining the CalFresh error rate below the federal tolerance level reduces the risk of potential sanctions and penalties.



**GOAL 4: INCREASE THE NUMBER OF CHILDREN AND YOUTH THAT REMAIN SAFELY AT HOME, BASED ON THE DEVELOPMENT OF SAFETY PLANS DURING TEAM DECISION MAKING MEETINGS (TDM).**

*Objective: Increase the number of Team Decision Making meetings conducted with families throughout the County.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage Increase in number of TDM's conducted.	N/A	N/A	N/A	N/A	10%

This goal is new this year and Children and Family Services established goals 4 and 5 to meet the criteria outlined in the upcoming System Improvement Plan in January 2013.

**GOAL 5: PREPARE FOSTER YOUTH WITH MORE CONSISTENT ENGAGEMENT IN THEIR TRANSITIONAL INDEPENDENT LIVING PLAN (TILP) TO ENSURE THEIR BEST POSSIBLE SUCCESSFUL EXIT FROM FOSTER CARE.**

*Objective A: Increase the number of Transitional Conferences (TC) with transitional aged youth to assist them in preparing for a successful exit from Foster Care.*

*Objective B: Increase compliance with federal requirements for documenting National Youth Transitional Data.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
5A. Percentage increase in number of TC's conducted.	N/A	N/A	N/A	N/A	10%
5B. Percentage increase in National Youth Transitional Data compliance.	N/A	N/A	N/A	N/A	5%

This goal is new this year and Children and Family Services established goals 4 and 5 to meet the criteria outlined in the upcoming System Improvement Plan in January 2013.

**GOAL 6: REDUCE THE NUMBER OF CHILDREN WHO ENTER FOSTER CARE EACH YEAR.**

*Objective: Continue implementation of Family-to Family (F2F) and other practices that reduce the number of children who must enter foster care.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Annual percentage reduction in the number of children entering foster care.	(10%)*	(24%)*	5%	26%	N/A

Children and Family Services established goals 4 and 5 to meet the criteria outlined in the upcoming System Improvement Plan in January 2013 and will no longer be using this performance measure beginning in 2012-13.

\*(10%) and (24%) identifies a percentage increase in the number of children entering foster care in each respective year.



**GOAL 7: INCREASE THE NUMBER OF FOSTER CHILDREN IN THE INDEPENDENT LIVING PROGRAM THAT EARN A HIGH SCHOOL DIPLOMA OR G.E.D.**

*Objective A: Continue identifying and tracking the performance of child welfare dependents on the High School Equivalency (Exit) exam.*

*Objective B: Secure/implement customized tutoring programs designed to address needs of exiting youth.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage increase in foster youth graduating with a high school diploma or G.E.D.	6%	20%	10%	15%	N/A

Children and Family Services established goals 4 and 5 to meet the criteria outlined in the upcoming System Improvement Plan in January 2013 and will no longer be using this performance measure beginning in 2012-13.

**GOAL 8: ASSIST AT-RISK ADULTS AND FRAIL ELDERLY TO MAINTAIN INDEPENDENCE AND LIVE SAFELY IN THE LEAST RESTRICTIVE ENVIRONMENT.**

*Objective: Complete annual re-evaluation process for In-Home Supportive Services (IHSS) customers within state mandated timeframes.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of IHSS annual re-evaluations completed within state mandated timeframes.	96%	96%	90%	96%	90%

Continued improvements are being developed and implemented on completion of the annual re-evaluations. The state Quality Assurance Programs continues to identify areas for improvements that enhance the program integrity in customer service in this area. Targets were developed using the state mandated timeframes. This will continue to be a challenge due to the current budget changes pending in the IHSS program.

**GOAL 9: ENSURE THE SAFETY OF AT-RISK ADULTS AND THE ELDERLY TO IMPROVE OR MAINTAIN QUALITY OF LIFE.**

*Objective: Respond to emergency Adult Protective Services (APS) referrals within state mandated timeframes.*

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Estimate	2012-13 Target
Percentage of emergency APS referrals responded to within the State mandated timeframes.	99%	100%	100%	100%	100%

APS emergency referrals are responded to within the 24-hour state mandate. Continued training on the response to both emergency referrals and non-emergencies are being reviewed and updated annually.



**SUMMARY OF BUDGET UNITS**

2012-13

	Appropriation	Revenue	Net County Cost	Fund Balance	Revenue Over/ (Under) Exp	Staffing
<b>General Fund</b>						
Human Services Administrative Claim	442,482,268	427,905,404	14,576,864			4,208
Total General Fund	442,482,268	427,905,404	14,576,864			4,208

<b>5-YEAR APPROPRIATION TREND</b>					
	2008-09	2009-10	2010-11	2011-12	2012-13
Human Services Administrative Claim	360,927,035	371,908,075	396,105,044	430,197,625	442,482,268
Total	360,927,035	371,908,075	396,105,044	430,197,625	442,482,268

<b>5-YEAR REVENUE TREND</b>					
	2008-09	2009-10	2010-11	2011-12	2012-13
Human Services Administrative Claim	338,730,083	352,404,009	381,706,938	416,817,886	427,905,404
Total	338,730,083	352,404,009	381,706,938	416,817,886	427,905,404

<b>5-YEAR NET COUNTY COST TREND</b>					
	2008-09	2009-10	2010-11	2011-12	2012-13
Human Services Administrative Claim	22,196,952	19,504,066	14,398,106	13,379,739	14,576,864
Total	22,196,952	19,504,066	14,398,106	13,379,739	14,576,864



## Administrative Claim

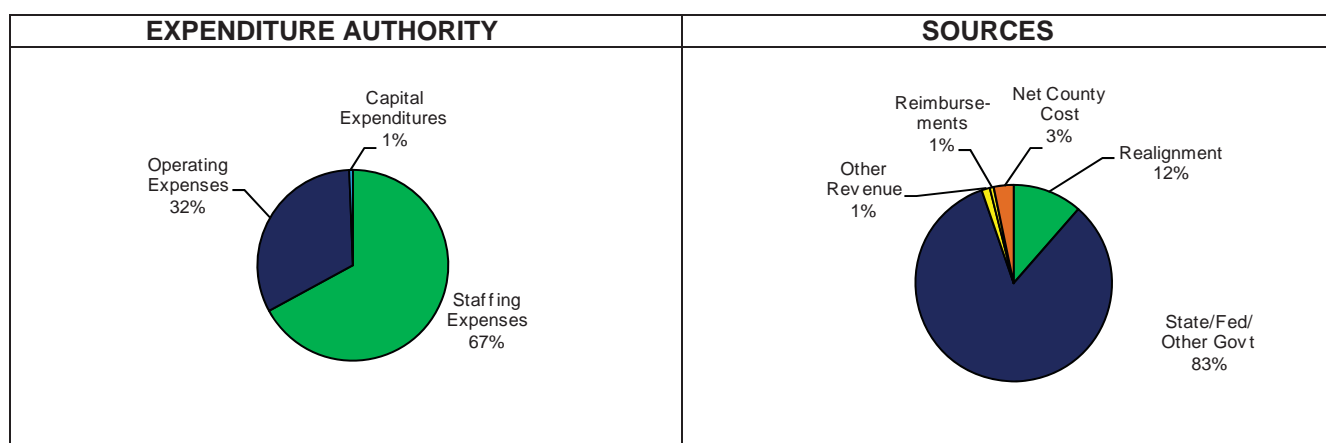
### DESCRIPTION OF MAJOR SERVICES

This budget unit represents the administrative claim made by the County for social services programs under applicable mandatory federal and state regulations. Included are Transitional Assistance Department (Eligibility and Employment Services), Children and Family Services (CFS), Adult Services programs of the Department of Aging and Adult Services (DAAS), and the administrative support and training functions provided by Human Services (HS) Administration and the Performance, Education and Resource Center (PERC). Also included is the Children's Network.

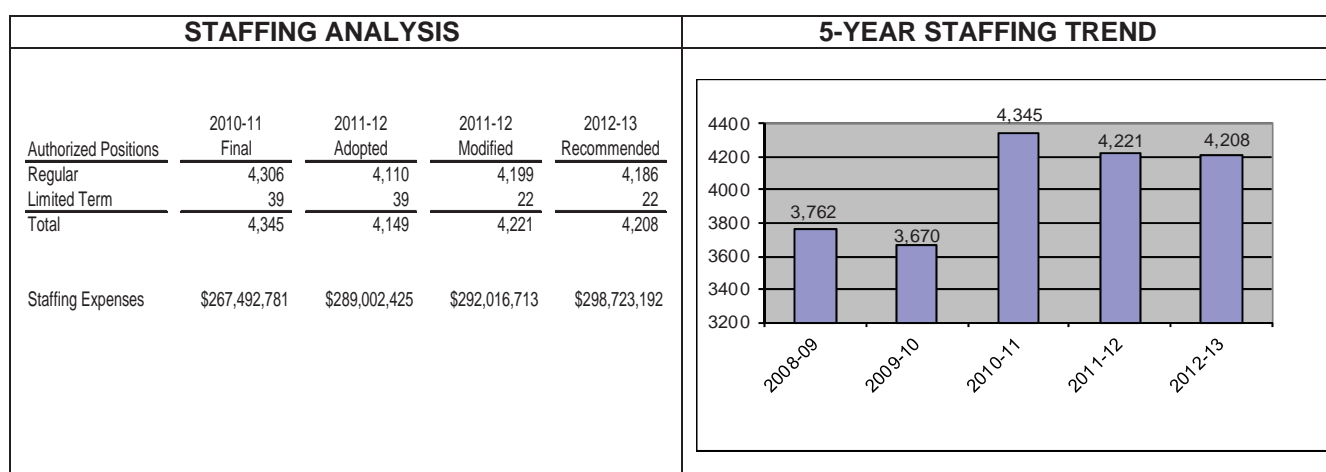
#### Budget at a Glance

Total Expenditure Authority	\$445,407,750
Total Sources	\$430,830,886
Net County Cost	\$14,576,864
Total Staff	4,208
Funded by Net County Cost	3%

### 2012-13 RECOMMENDED BUDGET



### BUDGETED STAFFING



## ANALYSIS OF 2012-13 RECOMMENDED BUDGET

GROUP: Human Services  
DEPARTMENT: Human Services Administrative Claim  
FUND: General

BUDGET UNIT: AAA DPA  
FUNCTION: Public Assistance  
ACTIVITY: Administration

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Estimate	2011-12 Modified Budget	2012-13 Recommended Budget	Change From 2011-12 Modified Budget
<b>Appropriation</b>							
Staffing Expenses	231,117,243	237,485,494	254,846,538	272,708,197	292,016,713	298,723,192	6,706,479
Operating Expenses	132,004,443	134,075,532	140,128,801	132,077,774	135,799,429	143,985,558	8,186,129
Capital Expenditures	2,260,255	1,548,170	4,912,826	2,815,000	4,900,575	2,699,000	(2,201,575)
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	365,381,941	373,109,196	399,888,165	407,600,971	432,716,717	445,407,750	12,691,033
Reimbursements	(2,445,959)	(2,204,936)	(3,794,945)	(3,515,502)	(2,519,092)	(2,925,482)	(406,390)
Total Appropriation	362,935,982	370,904,260	396,093,220	404,085,469	430,197,625	442,482,268	12,284,643
Operating Transfers Out	625,417	809,877	0	0	0	0	0
Total Requirements	363,561,399	371,714,137	396,093,220	404,085,469	430,197,625	442,482,268	12,284,643
<b>Departmental Revenue</b>							
Taxes	0	0	0	0	0	0	0
Realignment	34,238,496	38,340,834	45,901,973	50,327,640	46,229,760	50,820,478	4,590,718
State, Fed or Gov't Aid	301,729,571	312,835,287	334,195,701	339,133,590	365,584,126	370,488,376	4,904,250
Fee/Rate	632,394	555,742	566,072	506,000	506,000	628,550	122,550
Other Revenue	4,068,169	272,366	1,022,664	738,500	598,000	1,068,000	470,000
Total Revenue	340,668,630	352,004,229	381,686,410	390,705,730	412,917,886	423,005,404	10,087,518
Operating Transfers In	0	205,842	20,528	0	3,900,000	4,900,000	1,000,000
Total Financing Sources	340,668,630	352,210,071	381,706,938	390,705,730	416,817,886	427,905,404	11,087,518
Net County Cost	22,892,769	19,504,066	14,386,282	13,379,739	13,379,739	14,576,864	1,197,125
Budgeted Staffing					4,221	4,208	(13)

## BUDGET CHANGES AND OPERATIONAL IMPACT

The 2012-13 recommended budget is based on the latest information available from the developing budget situation at the state level. The latest social services allocation projections include policy decisions which are still pending state approval. While pending policy decisions could mandate a reduction in funding for various Human Services (HS) programs, rapid caseload growth continues to push state and federal funding upwards for certain programs. For TAD, Medi-Cal funding is anticipated to increase \$3.5 million (5.5%). For CFS, \$2.0 million of increased funding is made available by using Wraparound Reinvestment Funds to leverage additional federal funds. For DAAS, allocations are expected to remain unchanged but the county share of payments to IHSS Providers is projected to increase \$6.5 million which is entirely funded with Social Services Realignment. All other funding for programs administered by HS is expected to remain unchanged from what was included in the 2011-12 modified budget.

While this budget anticipates increased allocations across a few social services programs, the economic downturn has caused significant budget issues for the state and could result in future cuts to funding of social services programs. Until such time that the state makes changes to its current budget plan, it has been deemed necessary to plan for the maximum possible available funding in order to effectively take advantage of potential funding increases. HS will continue to monitor developments at the state and federal levels in an effort to maintain mandated public services at appropriate levels while utilizing all available funding.

Current strategy is to reduce staffing to the level which provides the most flexibility and opportunity to efficiently utilize available allocations. Plans for significant expenditures, whether for staff, services, supplies, equipment, or services to clients will be monitored closely until such time that future changes to the state budget are known. Any significant differences between this budget and actual allocations received from the state will be addressed through the County's quarterly budget adjustment process.

Overall, allocations within this budget unit are expected to increase only 1.3% from the previous year. This allocation increase combined with additional funds from the Wraparound Reinvestment Fund and Social Services Realignment result in an appropriation increase of \$12.3 million from the 2011-12 modified budget as follows:





- Staffing expenses will increase \$6.7 million over the 2011-12 modified budget. Increases fund rising benefit, retirement and salary costs. While 41 positions were eliminated due to insufficient funding; strategic and operational adjustments in various HS departments and divisions resulted in the addition of 28 positions. New and currently vacant positions will be filled only as federal and state funding is verified.

	TAD	CFS	DAAS	Support	Total
2011-12 Modified Budget	2,671	811	233	506	4,221
2012-13 Adopted Budget	2,645	830	233	500	4,208
Difference between 2011-12 Modified Budget & 2012-13 Adopted Budget	(26)	19	0	(6)	(13)

- Operating expenses are increasing approximately \$8.2 million. Significant changes are related to increases in county service costs and IHSS provider payments.
- Capital expenditures are decreasing by \$2.2 million which is due to decreases in equipment, vehicle and capitalized software purchases.
- Reimbursements are increasing by \$0.4 million which reflects an increase in the demand for HS administrative support.

Total revenue increased by \$10.1 million from the 2011-12 modified budget as follows:

- This budget unit increases Realignment by \$4.6 million as a result of the increase in IHSS provider payments local share that are funded entirely with Social Services Realignment.
- Federal and state funding available for HS programs decreased a net \$33.6 million primarily due to the shift of state revenue to Realignment 2011 and an increase in federal funding for Medi-Cal.
- A mix of miscellaneous revenue sources increased by \$470,000.

Operating transfers in increased by \$1.0 million and represent funds provided from the Wraparound Reinvestment Fund which are utilized as a match accessing additional Federal funding. This funding will allow Children and Family Services to maintain existing service levels despite increasing costs.

Net county cost has increased \$1.2 million to provide the local match required by program allocations and to partially offset the increased need for Social Services Realignment funding.

## MAJOR EXPENDITURES AND REVENUE IN 2012-13 RECOMMENDED BUDGET

Major expenditures include the following:

- Staffing expenses of \$298.7 million fund 4,208 positions.
- Operating expenses of \$144.0 million represent expenses for county services, computer hardware and software, office supplies, insurance, postage, mail services, professional services, communications, training, security, travel, transfers out and miscellaneous operating costs.
- Capital expenditures of \$2.7 million include expenses for fixed asset equipment, capitalized software, leased purchase equipment and vehicles.
- Reimbursements of \$2.9 million include payments from other county departments to HS for administrative support services as requested.

Major departmental revenue includes the following:

- Realignment of \$50.8 million represents Social Services Realignment used to match federal and state funds. As part of the 2011-12 State budget plan, the Legislature enacted a major shift—or “realignment”—of state program responsibilities and revenues to local governments. In total, the realignment plan provides funds for various criminal justice, mental health, and social services programs in 2011-12, and ongoing funds for these programs annually thereafter.
- Federal and state funding of \$370.5 million represents total allocated funds for providing mandated Human Services programs.
- Operating transfers in of \$4.9 million represent funds provided from the Wraparound Reinvestment Fund which are utilized as a match accessing additional Federal funding. This funding will allow Children and Family Services to maintain existing service levels despite increasing costs.





## NET COUNTY COST

Most HS programs are state and/or federal mandates. The County share of funding is either mandated as a percentage of total program costs or as a fixed maintenance of effort. County share is comprised of a combination of net county cost, revenue from the Realignment 2011 fund and revenue from the Social Services Realignment (Realignment) fund. Both Realignment funds were created by two distinct and separate state realignment processes to offset net county cost. Their use is limited to designated social services programs.

Changes to HS County share needs are as follows:

**History of Social Services Realignment, Realignment 2011, and Net County Cost  
HS Administrative Budget and Subsistence Budgets  
(In Millions)**

	97/98	ACTUALS					11/12 Projected	12/13 Budget	Increase
		06/07	07/08	08/09	09/10	10/11			
<u>Administrative budget (DPA)</u>									
Realignment	7.2	9.4	7.2	5.2	12.6	13.1	13.3	12.1	(1.2)
Realignment 2011		-	-	-	-	-	40.0	38.5	(1.5)
Net County Cost	11.2	18.4	19.5	19.0	15.6	14.4	13.4	14.6	1.2
<u>IHSS Providers (DPA)</u>									
Realignment	9.8	26.3	28.5	28.5	25.1	32.0	36.1	37.7	1.6
Net County Cost		3.9	3.9	3.9	3.9	-	-	-	-
<u>IHSS Public Authority (DPA)</u>									
Realignment		0.8	0.5	0.6	0.7	0.8	0.9	1.0	0.1
<u>Aid to Adoptive Children (ATC)</u>									
Realignment	0.5	3.1	3.4	3.9	4.1	4.8	5.4	5.8	0.4
Realignment 2011		-	-	-	-	-	21.9	23.3	1.4
Net County Cost	0.1	1.8	1.9	2.0	1.9	1.6	2.0	2.0	-
<u>Foster Care (BHI)</u>									
Realignment	7.9	19.7	18.0	19.5	20.3	28.2	35.4	36.7	1.3
Realignment 2011		-	-	-	-	-	30.5	33.2	2.7
Net County Cost	17.5	14.8	14.3	13.4	12.7	12.7	12.2	14.0	1.8
<u>CalWORKs Cash Aid - All Other Families (FGR)</u>									
Realignment 2011		-	-	-	-	-	48.7	48.7	-
Net County Cost	0.1	4.2	4.5	5.1	4.7	5.6	6.4	6.3	(0.1)
<u>Seriously Emotionally Disturbed (SED)</u>									
Realignment	0.9	1.3	1.5	2.2	2.0	3.8	-	-	-
Net County Cost	0.0	1.0	1.0	1.2	1.5	1.0	-	-	-
<u>All other subsistence budgets</u>									
Net County Cost	7.6	2.6	2.6	3.3	4.2	4.1	4.4	4.3	(0.1)
<b>Total Realignment</b>	<b>26.3</b>	<b>60.6</b>	<b>59.1</b>	<b>59.9</b>	<b>64.8</b>	<b>82.7</b>	<b>91.1</b>	<b>93.3</b>	<b>2.2</b>
<b>Total Realignment 2011</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>141.1</b>	<b>143.7</b>	<b>2.6</b>
<b>Grand Total Realignment</b>		<b>60.6</b>	<b>59.1</b>	<b>59.9</b>	<b>64.8</b>	<b>82.7</b>	<b>232.2</b>	<b>237.0</b>	<b>4.8</b>
<b>Total Net County Cost</b>	<b>36.5</b>	<b>46.7</b>	<b>47.7</b>	<b>47.9</b>	<b>44.5</b>	<b>39.4</b>	<b>38.4</b>	<b>41.2</b>	<b>2.8</b>
<b>Total County Share</b>	<b>62.8</b>	<b>107.3</b>	<b>106.8</b>	<b>107.8</b>	<b>109.3</b>	<b>122.1</b>	<b>270.6</b>	<b>278.2</b>	<b>7.6</b>

***In aggregate, the HS Administrative Claim budget unit includes a net increase to net county cost of \$1.2 million.*** All net county cost figures are estimates and are dependent upon final allocations from the state after the state budget has been adopted. HS will closely manage changes arising from the state budget. Significant changes will be addressed through the county's quarterly budget update process, as needed.



HS programs that are not state/federal mandates do not generate state or federal revenue and are funded with county general funds through HS. While these programs provide services that benefit HS in general, their functions do not qualify for state or federal reimbursement. These programs and their general fund impact are detailed below:

### Human Services - Non Revenue Generating Programs

	2011-12 Budget	2012-13 Budget	Inc/(Dec)
HS Support of Office of Homeless Assistance	350,000	350,000	0
HS Support of Children's Fund	618,000	412,000	(206,000)
PERC Training Expense	350,000	350,000	0
<b>Total HS General Fund Support</b>	<b>1,318,000</b>	<b>1,112,000</b>	<b>(206,000)</b>

### FUNDING AND STAFFING BY PROGRAM 2012-13

<b>Transitional Assistance Department</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>County Share</b>	<b>Staffing</b>
CalWORKs - Eligibility	66,962,172	66,962,172	0	719
Food Stamps	72,181,369	62,241,380	9,939,989	775
CalWORKs - Welfare to Work	45,281,489	45,281,489	0	340
Medi-Cal	66,679,867	66,679,867	0	716
Foster Care Administration	3,473,988	3,473,988	0	37
CalWORKs Child Care Administration	4,588,046	4,588,046	0	49
CalWORKs - Mental Health	5,128,664	5,128,664	0	0
Cal-Learn	0	0	0	0
General Relief Administration	984,401	0	984,401	9
Other Programs	4,339,220	4,332,830	6,390	0
<b>Total</b>	<b>269,619,216</b>	<b>258,688,436</b>	<b>10,930,780</b>	<b>2,645</b>
<b>Department of Children's and Family Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>County Share</b>	<b>Staffing</b>
Child Welfare Services	81,392,607	69,991,922	11,400,685	677
Promoting Safe and Stable Families	1,921,040	1,921,040	0	0
Foster Training and Recruitment	195,040	195,040	0	2
Licensing	660,787	660,787	0	0
Support and Therapeutic Options Program	912,879	639,015	273,864	0
Adoptions	4,704,990	4,704,990	0	39
ILP	1,654,089	1,654,089	0	14
Wraparound Reinvestment	9,800,000	9,800,000	0	82
Other Programs	1,971,051	1,971,051	0	16
<b>Total</b>	<b>103,212,483</b>	<b>91,537,934</b>	<b>11,674,549</b>	<b>830</b>
<b>Aging and Adult Services</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>County Share</b>	<b>Staffing</b>
In-Home Supportive Services	17,469,069	14,962,964	2,506,105	183
Adult Protective Services	4,813,930	4,590,033	223,897	50
IHSS Provider Payments	37,695,000	0	37,695,000	0
IHSS Provider Benefits	625,000	0	625,000	0
IHSS PA	350,000	0	350,000	0
Other Programs	3,700,000	3,370,000	330,000	0
<b>Total</b>	<b>64,652,999</b>	<b>22,922,997</b>	<b>41,730,002</b>	<b>233</b>
<b>Support</b>				<b>Staffing</b>
				<b>500</b>
<b>Non Claimable Costs</b>	<b>Appropriation</b>	<b>Revenue</b>	<b>County Share</b>	<b>Staffing</b>
PERC Training Expense	350,000	0	350,000	0
Other	4,647,570	3,935,559	712,011	0
<b>Total</b>	<b>4,997,570</b>	<b>3,935,559</b>	<b>1,062,011</b>	<b>0</b>
<b>Total County Share</b>			<b>65,397,342</b>	
<b>Social Services Realignment</b>			<b>50,820,478</b>	
<b>Grand Total Administrative Budget</b>	<b>442,482,268</b>	<b>377,084,926</b>	<b>14,576,864</b>	<b>4,208</b>



## STAFFING CHANGES AND OPERATIONAL IMPACT

### TRANSITIONAL ASSISTANCE DEPARTMENT (TAD)

TAD program funding is expected to remain relatively flat from the previous year yet staffing costs continue to rise. As a result, TAD has identified the need to make the following staffing changes:

#### **Deletions:**

- 2 Eligibility Worker III - Recurrent
- 1 Eligibility Worker Supervisor I
- 10 Office Assistant II
- 1 Employment Services Specialist
- 1 Supervising Office Assistant
- 10 Interpreter/Translator
- 2 Employment Services Technician

#### **Additions:**

- 1 Eligibility Worker III

### CHILDREN AND FAMILY SERVICES (CFS)

CFS allocations are expected to remain relatively flat from the previous year yet staffing costs continue to rise. By utilizing Wraparound Reinvestment Funds to leverage available federal funding CFS is able to absorb much of the effect of increasing staffing costs. CFS is recommending the following staffing changes:

#### **Deletions:**

- 1 Social Service Practitioner - Recurrent
- 2 Social Worker II
- 4 Peer & Family Assistant II - Unclassified
- 1 Executive Secretary II

#### **Additions:**

- 1 Intake Specialist
- 9 Office Assistant III
- 5 Social Worker II Trainee
- 1 Supervising Social Service Practitioner
- 3 Alcohol & Drug Counselor
- 1 Supervising Office Specialist
- 2 Child Welfare Services Manager
- 1 Supervising Fiscal Specialist
- 4 Peer & Family Assistant I - Unclassified

CFS will continue to deliver mandated levels of services to clients in the most efficient manner possible. These services are provided in an effort to safeguard the well-being of children who reside within the county. Expenditures for services and hard goods are provided to clients in an effort to keep families intact. All such expenditures are directly charged to the Child Welfare Services allocation and will have no effect on other components of the HS Administrative Claim budget unit.

### DEPARTMENT OF AGING AND ADULTS SERVICES (DAAS)

DAAS allocations are expected to remain relatively flat from the previous year yet staffing costs continue to rise. As a result, the department is recommending position changes which do not impact filled positions but rather attend to necessary administrative adjustments. The net zero recommended changes are as follows:

#### **Deletions**

- 5 Social Worker II
- 1 Supervising Social Service Practitioner
- 1 CMIPS II Project Manager

#### **Additions:**

- 2 Office Assistant III
- 3 Staff Analyst II
- 1 Supervising Social Worker
- 1 Office Assistant II



### **HS ADMINISTRATION AND SUPPORT SERVICES**

Due to the potential overall stagnation of funding of the HS Administrative Claim, support divisions were asked to reduce costs where possible, while maintaining current levels of support and performance. The recommended staffing changes are as follows:

- Administrative Support Division – Due to vacancies within the division decreases of 1 Accountant II, 1 Office Assistant III, and 3 Recurrent Staff Analyst II is recommended. Savings from the elimination of these positions will allow for the creation of 1 Secretary I, 1 Accountant III and 1 Fiscal Specialist positions which are needed to respond to an increased need for HS Administrative assistance.
- Auditing Division – Decrease of 1 Office Assistant II and 1 Staff Analyst I. Savings allow the department to add 1 Staff Analyst Trainee and 1 Fiscal Specialist to address operational needs.
- Information and Technology Support Division – Decreases in 1 Applications Specialist, 1 Automated Systems Analyst I, 1 Business Systems Analyst I, 1 Business Systems Analyst III and 1 Office Assistant II, 3 Programmer III, 1 Storekeeper, 1 Supervising Automated Systems Analyst I and 1 Systems Support Analyst III. Savings allow the department to add 1 Automated Systems Analyst II, 3 Business Systems Analyst II, 2 Department Systems Engineer, 1 Programmer I, 3 Programmer II and 1 Store Specialist in order to align position classifications with assigned work duties.
- Performance and Education Resource Center- Elimination of 1 Human Resources Analyst I due to vacancy.
- Program Integrity Division (PID) – Decrease of 1 Office Assistant II and 1 Fraud Investigator I-Recurrent.
- Legislation, Research, QSS Division – Decreases from 1 Office Assistant III - Recurrent, 1 Eligibility Worker III - Recurrent and 2 Statistical Analysts allow for the addition of 1 Program Specialist II and 1 Statistical Analyst Trainee positions.
- Program Development Division – Decrease of 2 Program Specialist I - Recurrent. Savings from these reductions allow the department to add 2 Program Specialist I and 1 Office Assistant III.
- Personnel Division – The elimination of 1 Human Resource Analyst I position allows the department to add 1 Human Services Administrative Manager position.



The following chart provides an overview of the funding sources and County share requirements for the programs that are budgeted in the HS Administrative Claim budget:

## REVENUE SOURCE AND NET COUNTY COST BREAKDOWN

	Appropriation	Revenue					Net County Cost	
		Federal	% Federal	State	% State	Total Federal/State	County Share	% Local Cost
Transitional Assistance Department								
Food Stamps	72,181,369	46,917,890	65%	12,366,102	21%	59,283,992	9,939,989	18%
Single Allocation								
CalWORKs - Eligibility	66,962,172	32,811,464	49%	37,108,096	55%	69,919,560	-	-4%
CalWORKs - Mental Health	5,128,664	-	-	5,128,664	100%	5,128,664	-	-
CalWORKs - Cal-Learn	-	-	-	-	-	-	-	-
CalWORKs - Welfare to Work	45,281,489	45,281,489	100%	-	-	45,281,489	-	-
CalWORKs - Child Care Admin - Stage 1	4,588,046	4,588,046	100%	-	-	4,588,046	-	-
Total Single Allocation	121,960,371	82,680,999		42,236,760		124,917,759	-	
Medi-Cal	66,679,867	33,339,934	50%	33,339,934	50%	66,679,867	-	-
Foster Care Administration	3,473,988	2,084,393	60%	1,389,595	40%	3,473,988	-	0%
General Relief Administration	984,401	-	-	-	-	-	984,401	100%
Other Programs	4,339,220	-	-	4,332,830	100%	4,332,830	6,390	
Total	269,619,216	165,023,215		93,665,221		258,688,436	10,930,780	
Department of Children's Services								
Child Welfare Services - Basic	74,587,360	36,983,229	65%	26,622,727	20%	63,605,956	11,400,685	15%
Child Welfare Services - Augmentation	6,805,247	3,713,074	58%	2,672,892	100%	6,385,966	-	-
CWS Total	81,392,607	40,696,303		29,295,619		69,991,922	11,400,685	
Promoting Safe and Stable Families	1,921,040	1,921,040	100%	-	-	1,921,040	-	-
Foster Training and Recruitment	195,040	136,528	70%	58,512	30%	195,040	-	-
Licensing	660,787	244,491	37%	416,296	63%	660,787	-	-
Support and Therapeutic Options Program	912,879	-	0%	639,015	70%	639,015	273,864	30%
Adoptions	4,704,990	3,763,992	80%	940,998	20%	4,704,990	-	-
ILP	1,654,089	1,091,699	66%	562,390	34%	1,654,089	-	-
Wraparound Reinvestment	9,800,000	3,900,000	50%	3,900,000	50%	9,800,000	-	-
Other Programs	1,971,051	947,871	48%	1,023,180	36%	1,971,051	-	-
Total	103,212,483	52,701,924		36,836,010		91,537,934	11,674,549	
Aging and Adult Services								
In-Home Supportive Services	17,469,069	8,942,416	51%	6,020,548	34%	14,962,964	2,506,105	14%
Adult Protective Services	4,813,930	2,152,615	44%	2,437,418	51%	4,590,033	223,897	5%
IHSS Provider Payments Local Match	37,695,000	-	-	-	-	-	37,695,000	100%
IHSS Provider Benefits Local Match	625,000	-	-	-	-	-	625,000	100%
IHSS PA Local Match	350,000	-	-	-	-	-	350,000	100%
Other Programs	3,700,000	2,964,320	80%	405,680	11%	3,370,000	330,000	9%
Total	64,652,999	14,059,351		8,863,646		22,922,997	41,730,002	
Non Claimable Costs								
PERC Training Expense	350,000	-	-	-	-	-	350,000	100%
Other	4,647,570	-	-	3,935,559	-	3,935,559	712,011	-
Total	4,997,570	-	-	3,935,559	-	3,935,559	1,062,011	
Total Administrative Budget	442,482,268	231,784,490	55%	143,300,436	31%	377,084,926	65,397,342	15%
SOCIAL SERVICES REALIGNMENT							50,820,478	
							14,576,864	

This is the fixed County MOE for the CalWORKs Single Allocation which is split between Eligibility and Food Stamps. \$9,939,989

Remainder of Single Allocation for Stage 1 Childcare is \$27,264,832 (provider payments) and is accounted for in ETP budget.

Other Revenue Reducing

Augmentation Funds shall be used for Emergency Response, Family Maintenance, and Permanent Placement and shall not supplant existing CWS funds. These funds will be available by exhausting the total CWS Basic allocation

Other Revenue Reducing

This is the fixed County MOE for Adult Protective Services

IHSS Provider Payments - State pays providers and the county is only billed for its local share of costs.

IHSS medical benefits local  
Other Revenue Reducing

Misc. Revenue reducing county share

Fed/State Revenue only.

Net County Cost Target

## 2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Transitional Assistance Department	2,644	1	2,645	2,506	139	0	2,645
Children and Family Services	827	3	830	730	87	13	830
Department of Aging and Adult Svcs	233	0	233	215	18	0	233
HS Administration and Support Svcs	482	18	500	459	31	10	500
Total	4,186	22	4,208	3,910	275	23	4,208



**Transitional Assistance Department****Administration**Classification

1 Director  
 1 Assistant Director  
 1 Executive Secretary II  
 1 C-IV Project Coordinator  
 1 TAD District Manager  
 1 Program Specialist I  
 2 Office Assistant III  
 1 Program Specialist II  
 1 Staff Analyst II  
 10 Total

**Region 1**Classification

1 Deputy Director  
 2 Secretary I  
 6 Child Care Provider  
 260 Eligibility Worker I/II  
 26 Eligibility Worker III  
 25 Eligibility Worker Trainee  
 28 Eligibility Worker Supervisor I  
 5 Interpreter/Translator  
 38 Office Assistant II  
 2 Office Assistant III  
 5 Supervising Office Assistant  
 6 TAD District Manager  
 404 Total

**Region 2**Classification

1 Deputy Director  
 1 Secretary I  
 6 Child Care Provider  
 289 Eligibility Worker I/II  
 29 Eligibility Worker III  
 25 Eligibility Worker Trainee  
 31 Eligibility Worker Supervisor I  
 6 Interpreter/Translator  
 39 Office Assistant II  
 3 Office Assistant III  
 4 Supervising Office Assistant  
 6 TAD District Manager  
 440 Total

**Region 3**Classification

1 Deputy Director  
 1 Secretary I  
 5 Child Care Provider  
 323 Eligibility Worker I/II  
 37 Eligibility Worker III  
 25 Eligibility Worker Trainee  
 38 Eligibility Worker Supervisor I  
 5 Interpreter/Translator  
 39 Office Assistant II  
 3 Office Assistant III  
 5 Supervising Office Assistant  
 8 TAD District Manager  
 490 Total

**Region 4**Classification

1 Deputy Director  
 1 Secretary I  
 9 Child Care Provider  
 266 Eligibility Worker I/II  
 33 Eligibility Worker III  
 25 Eligibility Worker Trainee  
 28 Eligibility Worker Supervisor I  
 3 Interpreter/Translator  
 38 Office Assistant II  
 2 Office Assistant III  
 5 Supervising Office Assistant  
 6 TAD District Manager  
 417 Total

**Region 5**Classification

1 Deputy Director  
 1 Secretary I  
 6 Child Care Provider  
 269 Eligibility Worker I/II  
 32 Eligibility Worker III  
 33 Eligibility Worker Supervisor I  
 6 Interpreter/Translator  
 41 Office Assistant II  
 2 Office Assistant III  
 5 Supervising Office Assistant  
 6 TAD District Manager  
 402 Total

**Region 6**Classification

1 Deputy Director  
 1 Secretary I  
 1 Cont. TAD Staff Assistant  
 6 Employment Services Manager  
 220 Employment Services Specialist  
 24 Employment Services Specialist Trn  
 5 Employment Services Technician  
 36 Office Assistant II  
 5 Supervising Office Assistant  
 29 Supervising Emp. Services Specialist  
 1 TAD Regional Manager  
 329 Total

**Contact Center**Classification

1 Deputy Director  
 1 Secretary I  
 120 Eligibility Worker I/II  
 12 Eligibility Worker III  
 12 Eligibility Worker Supervisor I  
 5 Staff Analyst I  
 2 TAD District Manager  
 153 Total

**Department of Aging and Adult Services****Region 1**Classification

1 Deputy Director  
 1 Secretary I  
 2 District Manager  
 4 Supervising Social Service Practitioner  
 4 Supervising Social Worker  
 2 Supervising Office Assistant  
 19 Office Assistant II  
 13 Office Assistant III  
 1 Office Assistant IV  
 2 Public Health Nurse II  
 1 Registered Nurse II  
 15 Social Service Practitioner  
 69 Social Worker II  
 134 Total

**Region 2**Classification

1 Deputy Director  
 1 Secretary I  
 1 District Manager  
 6 Supervising Social Service Practitioner  
 1 Supervising Social Worker  
 2 Supervising Office Assistant  
 10 Office Assistant II  
 8 Office Assistant III  
 1 Public Health Nurse II  
 1 Supervising Public Health Nurse  
 12 Social Service Practitioner  
 36 Social Worker II  
 80 Total

**Admin and Support Services**Classification

1 Director  
 1 Executive Secretary II  
 1 Director's Assistant  
 1 CMIPS II Project Manager  
 1 District Manager  
 1 Supervising Social Service Practitioner  
 7 Social Worker II  
 2 Office Assistant III  
 1 Office Specialist  
 1 Supervising Office Assistant  
 2 Staff Analyst II  
 19 Total



**Children and Family Services****Administration and Fiscal Services**Classification

1 Director  
 1 Assistant Director  
 1 Program Specialist II  
 1 Executive Secretary III  
 1 Secretary I  
 1 Administrative Supervisor II  
 1 Administrative Supervisor I  
 3 Staff Analyst  
 3 Office Assistant III  
 8 Fiscal Assistant

21 Total

**North Desert Region**Classification

1 Deputy Director  
 1 Secretary I  
 2 Child Welfare Services Manager  
 13 Supv. Social Services Practitioner  
 1 Supervising Office Specialist  
 3 Supervising Office Assistant  
 76 Social Services Practitioner  
 26 Social Worker  
 9 Social Services Aide  
 25 Office Assistant III  
 2 Office Assistant II

159 Total

**Western Region**Classification

1 Deputy Director  
 1 Secretary I  
 2 Child Welfare Services Manager  
 15 Supervising Social Services Practitioner  
 1 Supervising Office Specialist  
 3 Supervising Office Assistant  
 89 Social Services Practitioner  
 17 Social Worker  
 4 Social Services Aide  
 24 Office Assistant III  
 4 Office Assistant II  
 1 Eligibility Worker II

162 Total

**Central Region**Classification

1 Deputy Director  
 1 Secretary I  
 2 Child Welfare Services Manager  
 11 Supv. Social Services Practitioner  
 1 Supervising Office Specialist  
 2 Supervising Office Assistant  
 74 Social Services Practitioner  
 13 Social Worker  
 4 Social Services Aide  
 20 Office Assistant III  
 3 Office Assistant II

132 Total

**Eastern Region**Classification

1 Deputy Director  
 1 Secretary I  
 2 Child Welfare Services Manager  
 14 Supv. Social Services Practitioner  
 1 Supervising Office Specialist  
 3 Supervising Office Assistant  
 78 Social Services Practitioner  
 14 Social Worker  
 5 Social Services Aide  
 23 Office Assistant III  
 3 Office Assistant II  
 3 Peer and Family Assistant

148 Total

**Placement Resources**Classification

1 Deputy Director  
 4 Child Welfare Services Manager  
 10 Supervising Social Services Practitioner  
 1 Supervising Office Specialist  
 2 Supervising Office Assistant  
 1 Supervising Fiscal Specialist  
 25 Social Services Practitioner  
 16 Social Worker  
 20 Office Assistant III  
 2 Office Assistant II  
 1 Staff Analyst II  
 9 Peer and Family Assistant  
 1 Fiscal Specialist  
 1 Program Specialist I  
 3 Alcohol & Drug Counselor  
 12 Educational Liaison

109 Total

**System Resources**Classification

1 Deputy Director  
 1 Secretary I  
 3 Child Welfare Services Manager  
 9 Supervising Social Services Practitioner  
 1 Supervising Office Specialist  
 3 Supervising Office Assistant  
 8 Social Services Practitioner  
 5 Social Services Practitioner Trainee  
 2 Social Worker  
 5 Social Worker Trainee  
 1 Social Services Aide  
 25 Office Assistant III  
 2 Staff Analyst II  
 1 Program Specialist I  
 30 Intake Specialist  
 1 Eligibility Worker II  
 1 Child Care Provider

99 Total





**Human Services Administration and Support Services****Human Services Administration**Classification

1 Assistant Executive Officer  
 1 Executive Secretary III  
 1 Administrative Analyst III  
 1 Staff Analyst II  
 1 Contract C-IV Manager  
 1 Contract Business Applications Manager  
 1 Contract Technical Analyst  
 1 C-IV Financial Management  
 1 Contract C-IV Accountant I  
 1 Contract C-IV Tech/Site Prep Coord.  
 4 Contract Business Analyst  
 1 Contract Secretary II

15 Total

**Administrative Support Division**Classification

2 Deputy Executive Officer  
 3 Office Assistant III  
 2 Administrative Analyst III  
 4 Administrative Supervisor II  
 1 Supervising Accountant II  
 1 Supervising Fiscal Specialist  
 1 Supervising Office Assistant  
 2 Stores Supervisor II  
 1 Systems Accountant II  
 21 Staff Analyst II  
 1 Staff Analyst I  
 6 Accountant III  
 2 Accounting Technician  
 2 Fiscal Specialist  
 3 Fiscal Assistant  
 3 Office Assistant II  
 4 Stores Specialist  
 10 Storekeeper  
 1 Secretary I

70 Total

**Information, Technology and Support Division**Classification

1 Departmental IS Administrator  
 1 Secretary I  
 3 Department Systems Engineer  
 4 Business Applications Manager  
 2 Supv. Automated Systems Analyst II  
 7 Business Systems Analyst III  
 5 Business Systems Analyst II  
 2 Business Systems Analyst I  
 6 Programmer Analyst III  
 1 Programmer I  
 3 Programmer II  
 4 Programmer III  
 5 Automated Systems Analyst II  
 14 Automated Systems Analyst I  
 26 Automated Systems Technician  
 1 Applications Specialist  
 2 Stores Specialist  
 1 Fiscal Specialist  
 1 IT Technical Assistant  
 1 Staff Analyst I  
 2 Office Assistant III

92 Total

**Legislation, Research, QSS Division**Classification

1 Legislative Program Manager  
 1 Administrative Supervisor I  
 1 Program Specialist II  
 1 Program Specialist I  
 3 Statistical Analyst  
 1 Statistical Analyst Trainee  
 1 Eligibility Worker Supervisor I  
 7 Eligibility Worker III  
 1 Office Assistant III

17 Total

**Performance and Education Resource Center**Classification

1 Chief Learning Officer  
 1 Secretary I  
 1 Human Services Comm Officer  
 1 T&D Manager  
 3 T&D Supervisor  
 7 T&D Specialist  
 1 Supv. Office Assistant  
 11 Staff Training Instructor  
 1 Staff Analyst I  
 1 Media Specialist I  
 1 Fiscal Assistant  
 2 Office Assistant III  
 5 Office Assistant II

36 Total

**Program Integrity Division**Classification

1 HSS Program Integrity Chief  
 1 Secretary I  
 4 Case Review Specialist  
 1 Supervising Case Review Specialist  
 20 Appeals Specialist  
 23 Fraud Investigator  
 70 HSS Quality Review Specialist  
 6 HSS Quality Review Supervisor I  
 2 HSS Quality Review Supervisor III  
 3 Office Assistant II  
 3 Office Assistant III  
 1 Supervising Office Assistant  
 1 Supervising Office Specialist  
 2 Supervising Appeals Specialist I  
 1 Supervising Appeals Specialist II  
 3 Supervising Fraud Investigator I  
 1 Supervising Fraud Investigator II

143 Total



**Human Services Administration and Support Services Continued****Auditing**Classification

1 HSS Auditing Manager  
 1 Secretary I  
 1 Supervising Accountant III  
 1 Supervising Accountant II  
 3 Fiscal Assistant  
 1 Staff Analyst I  
 1 Staff Analyst Trainee  
 5 Accountant III  
 1 Accountant I  
 2 Accounting Technician  
 2 Office Assistant II  
 10 Fiscal Assistant  
 5 Fiscal Specialist  
 3 Supervising Fiscal Specialist  
 37 Total

**Children's Network (CNET)**Classification

2 CNET Comm. & Event Coordinator  
 1 Contract Children's Network Analyst  
 1 Associate CNET Officer  
 1 Contract Child Abuse Prev. Coordinator  
 1 CNET Officer  
 2 Office Assistant III  
 1 Secretary II  
 1 Social Worker II  
 1 Contract Case Coordinator  
 1 Cont. Community Relations Coordinator  
 12 Total

**Program Development Division**Classification

1 Deputy Director  
 1 Secretary I  
 3 Supervising Program Specialist  
 1 Supervising Social Service Practitioner  
 1 Supervising Office Assistant  
 11 Program Specialist II  
 23 Program Specialist I  
 1 Fiscal Assistant  
 9 Office Assistant III  
 1 Office Assistant II  
 2 Program Manager  
 2 Social Services Practitioner  
 56 Total

**Personnel Division**Classification

1 HS Admin Manager  
 1 Secretary I  
 1 Supervising Fiscal Specialist  
 1 Volunteer Services Coordinator  
 1 Personnel Technician  
 12 Payroll Specialist  
 1 Fiscal Specialist  
 4 Office Assistant II  
 22 Total

